



Public Schools of North Carolina

Helpful Tips for Working with Exceptional Children

Exceptional Children Division

June 13, 2018

1. Records Request

- ☐ Parent Disclosure
 - ☐ Registration Form
 - ☐ Parent Conferences
- ☐ Request of Records from Previous School
 - ☐ Form with needed documents listed
 - ☐ Follow up on receipt of records
 - ☐ Review record for compliance
- ☐ Statewide Search through ECATS



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NC 1503-4.4(e)(1)

2. Comparable Services

- ☐ What are comparable services?
 - ☐ Goals
 - ☐ Accommodations
 - ☐ Full Continuum of Services
- ☐ How to communicate them to parents?
- ☐ When do they have to be in place?
- ☐ How long are they provided?



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NC 1503-4.4 (e & f)

3. Personnel Practices

- ☐ EC Teacher
 - ☐ Provision of services
 - ☐ Caseload/Class Size
 - ☐ Training
- ☐ Teacher Assistant
 - ☐ Role & Responsibilities
- ☐ Related Services
 - ☐ Service Documentation
 - ☐ Educational vs Medical Necessity
 - ☐ Screenings/Support for Staff
 - ☐ Training



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4. Scheduling

- ☐ Prioritize Special Education students
- ☐ Verification services match student's IEP
- ☐ Collaboration between General Education & Special Education Teachers



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5. Share IEP's with Regular Education Teachers

- ☐ Prior to first day of school
- ☐ Maintain Confidentiality
- ☐ Documentation of Classroom Accommodations
- ☐ Process for Updates
 - ☐ Annual Reviews & IEP Addendums



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NC 1503.4.4d

6. Documentation

- ☐ Use of Accommodations
 - ☐ Classroom
 - ☐ Testing
- ☐ Specially Designed Instruction
- ☐ Progress Monitoring of IEP Goals



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7. Funding

- ☐ Children with Disabilities Head Count Transfer
 - ☐ Contact Chona Alejandro at Chona.Alejandro@dpi.nc.gov
- ☐ State Funding (PRC 036)
- ☐ Federal Funding: 611 Grant (PRC 060)
 - ☐ August 22, 2018, 9:00am – 4:00pm
- ☐ Special Projects Funding
 - ☐ July 26, 2018, 9:00am – 4:00pm



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8. Communication with Parents

- ☐ Proactive
- ☐ Established Chain of Command
- ☐ Transparency
- ☐ Documentation
- ☐ Phone calls vs Emails



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9. Trainings

- ☐ [Every Child Accountability Tracking System \(ECATS\)](#)
- ☐ [Summer Institutes](#)
- ☐ [Program Compliance Review](#)
- ☐ [EC Director/Coordinator's Meeting](#)
- ☐ [NC Exceptional Children Conference](#)
- ☐ March Director/Coordinator Institute
- ☐ [EC Calendar](#)



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10. Communication from Us

- ☐ EC Division Memos
 - ☐ Sent to Administrator listed in EDDIE
- ☐ Office of Charter Schools Newsletter
- ☐ Regional Consultant(s) Emails



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Resources

Google folder:

<https://drive.google.com/open?id=15Xn4B65jX7dB4b8BDtR8B5ntqIEHoPD7>



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Regional Charter Support

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